




How to Access Background Documents

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| 1. | <p>Prior to the on-site review, grantees will typically send in documents, such as policy council rosters and self-assessments, to provide reviewers with an overview of their programs.</p> <p>Reviewers are able to access these background documents using the web interface.</p> |
| 2. | <p>Click on the My Reviews link.</p>  |
| 3. | <p>Click on the review ID of the review you would like to work on.</p>  |
| 4. | <p>Once in the My Reviews page, scroll down to the History bar.</p> <p>Click on the document you would like to access, which is POLICY COUNCIL MEMBERS FOR 2005- Mock grantee documents.doc link.</p> |
| 5. | <p>A File Download window will appear. To open the document, click on the Open button.</p>  |
| | <p><i>or</i></p> <p>Press [Alt+O].</p> |
| 6. | <p>Click on the scrollbar to skim through the document. You may also print it out.</p> |
| 7. | <p>Congratulations! You have successfully accessed a background document.</p> <p>End of Procedure.</p> |